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VFC VACCINE DOSES ADMINISTERED WORKSHEET

Instructions for Completing

Purpose:

The purpose of the VFC VACCINE DOSES ADMINISTERED WORKSHEET is to provide a document to assist the non-DHEC immunization provider with completion of the VFC Program Provider Profile (DHEC 1145) required annually. This worksheet may be used to track the number of VFC vaccine doses administered by age and VFC eligibility category.

Item-By-Item Instructions:

1. Record the month and year for reporting period.
2. Indicate the number of pages for reporting period.
3. For each child administered VFC vaccine, enter patient identification and shot date. Also indicate the age range of the child, VFC eligibility category, and check the VFC vaccine doses administered.
4. Once the form is full or at the end of the reporting period, enter the totals for each VFC eligibility category within each age range and the totals for VFC vaccine doses administered.

Office Mechanics and Filing:

1. The completed VFC VACCINE DOSES ADMINISTERED WORKSHEET is kept on file by the provider for a period of three (3) years.